

**TOWN OF FIFIELD SPECIAL BOARD MEETING
Minutes of September 8, 2020**

ROLL CALL: The meeting was brought to order on September 8, 2020 at 6:00 p.m. at the Fifield Fire Hall.
Present: W. Felch, B. Salm, T. Fleming, C. Pagel, J. Jontry and 2 others. J. Hintz was not in attendance.

HUMAN RESOURCES WORKING SESSION WITH CATHY PAGEL: Cathy provided a packet to the Board along with a list of items that have been completed as well as items for review during the meeting.

Cathy discussed the method of task management. Cathy stated that job descriptions have been completed for all positions. She then reviewed the Road Superintendent job description with the board and explained revisions that were made after her meetings with Ted Fleming. Review of overtime exempt status for Ted needs review. J. Jontry will mail the packet of information to J. Hintz and Cathy will follow up with him regarding the overtime exemption information. J. Jontry will calculate the number of overtime hours from T. Fleming's timesheets for the last two years. This item will be placed on the Agenda for the October 1 board meeting for discussion and decision.

A comprehensive review of the revised employee policy handbook sections, including in-depth explanations of updates and steps for implementation ensued. J. Jontry was in contact with attorney C. Nawrocki of the WTA regarding some of the items in the handbook and the attorney's advice was considered in making some of the revisions.

The board discussed and agreed to the following revisions:

"EMPLOYMENT" section: Removed the "Introductory Period" section. Information regarding paycheck distribution was clarified. Removed the "Residency Requirements" section. Discussed the use of the term "comp time/comp day", which has been removed as the Town does not utilize comp time; the word "substitute" will be used instead. A paragraph regarding the use of overtime was added.

"POLICIES AND PROCEDURES" section: Removed the paragraph entitled "Other Employment". "Use of Credit Cards and Charge Accounts" section will be revised to reflect the language in the associated town policy. "Personal Communications" section will be revised to include a paragraph regarding the use of personal cell phones. "Disciplinary Guidelines" section was revised to include progressive discipline steps.

"BENEFITS" section: "CPR/AED Certification" paragraph was deleted as the Town does not offer this training. Amended "Deferred Compensation" paragraph to state this program is available to all "full-time" employees. "Health Insurance" paragraph was amended to replace the word "probationary" with the word "full-time". "Retirement" paragraph was re-titled "Pension Fund" and the word "probationary" was replaced with the word "qualifying". "Sick Leave" was amended to add the clarification that sick leave may be used in one-hour increments. "Leaves of Absence" section was discussed including Family Medical Leave Act (FMLA) and an updated policy/procedure will be implemented; the "Other Personal Leaves" section was deleted.

J. Jontry will draft a revision to the worker's compensation paragraph and send to C. Pagel. T. Fleming will draft a standard operating procedure for crew hours as pertains to changing hours to accommodate snowplowing. J. Jontry will draft an expense reimbursement SOP as well as a cell phone policy. C. Pagel will finalize the progressive discipline policy. These items will be placed on the October 1 board meeting agenda for review and acceptance.

ADJOURN: There being no further business on the Agenda, a **MOTION** (Salm, Felch) was made at 9:05 p.m. to adjourn. Motion carried, voice vote (2, 0).

Respectfully submitted,

Jennifer Jontry, Town Clerk/Treasurer